



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
TAYLOR HARDIN SECURE MEDICAL FACILITY
1301 JACK WARNER PARKWAY NORTHEAST
TUSCALOOSA, ALABAMA 35404-1060
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JIM REDDOCH, J.D.
COMMISSIONER

ROXANNA T. BENDER, MS
FACILITY DIRECTOR

AN EQUAL OPPORTUNITY EMPLOYER
ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION

JOB TITLE: Medical Records Director

NUMBER: 14-02

JOB CODE: Y3000

POSITION NO.: 8820502

JOB LOCATION: Taylor Hardin Secure Medical Facility
1301 Jack Warner Parkway Northeast
Tuscaloosa, AL 35404

DATE: 02-07-14

SALARY RANGE: 76 (\$43,339.20 - \$65,690.40)

QUALIFICATIONS: Bachelor's degree in Health Information Management or Bachelor's degree in a related field with certification in Health Information. Considerable (48 months or more) responsible experience in the preparation, maintenance, and management of medical records and health information systems, including some experience (12 months or more) in a supervisory capacity. **Necessary Special Requirements:** Registration as a RHIA (Registered Health Information Administrator) with the AHIMA (American Health Information Management Association).

KIND OF WORK: This is highly responsible supervisory and technical work planning, organizing, and directing health information management services and the patient records system at Taylor Hardin Secure Medical Facility. An employee in this class will be responsible for the health information management function and will serve as the facility's privacy officer ensuring compliance with Health Information Portability and Accountability Act (HIPAA) and Joint Commission standards. The employee will be responsible for analyzing medical records for completeness and accuracy to insure their applicability for case study, treatment, and research; analyzing and interpreting medical records for summary, special reports, and research projects; supervision of the release of pertinent information to authorized persons/agencies; maintaining facility census documentation on a daily basis; and entering patient data into the statewide system (CARES). Supervision is exercised over staff involved with medical coding and records. Work is performed independently, subject only to instruction and review by an administrative supervisor for conformity with Department policies and state and federal laws, with the employee responsible for the accuracy and completeness of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Knowledge of Department of Mental Health standards, policies, and procedures. Knowledge of coding assignments and guidelines and medical terminology. Knowledge of Health Information Portability and Accountability Act (HIPAA). Knowledge of Joint Commission and Medicare standards, policies, and procedures. Skill in effective planning, organizing and directing. Skill in developing policies and procedures for administering electronic health record programs. Skill in written and verbal communication. Ability to understand and interpret computerized patient record data systems. Ability to effectively lead a group to a desired outcome. Ability to research and analyze data to identify coding issues. Ability to identify, interpret, and utilize standards and guidelines.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. **Drug screening required. Security Clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

HOW TO APPLY: Use an Application for Professional Employment (Exempt Classification), which may be obtained from this office or The Official Web Site www.mh.state.al.us. Application should be returned to the Human Resource Office (at the address above) by **UNTIL FILLED** in order to be considered for this position. Do not return this application to the State Personnel Department. Copies of all licenses should be forwarded with your application. ***A COPY OF OFFICIAL COLLEGE/UNIVERSITY TRANSCRIPT FROM COLLEGE/UNIVERSITY ATTENDED SHOULD ALSO BE FORWARDED TO THE PERSONNEL OFFICE (AT THE ADDRESS ABOVE). Only Work Experience Listed on the Application will be considered. Additional sheets if needed should be in the same format as the application. Resumes will not be accepted in lieu of an official application.**

JCAHO ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.